

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 6, 2006

MEMORANDUM**What's Inside:**

Notification letter
for Adoption
Subsidy and
Subsidized
Guardianship
Denials

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: NOTIFICATION LETTER FOR ADOPTION AND
GUARDIANSHIP SUBSIDY DENIALS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

This memo is to remind staff of the policy contained in [Section 4 Chapter 30.10](#) regarding the necessity of notification to adoption and guardianship families when the decision to deny a service is made. This memo also introduces a form letter to be used for such notifications.

Families are to be notified in writing, using the notification letter CD-87, of the specific reason for the denial and advised of their right to appeal the decision through a fair hearing. If the family requests a fair hearing, a copy of that request is to be sent to the Division of Legal Services.

NECESSARY ACTION:

1. Review this policy with all staff who have responsibility for adoption and subsidized guardianship agreements.
2. Review policy in Section 4 Chapter 30.10 and 30 Attachment D
3. All questions should be cleared through normal supervisory channels and directed to Amy Martin, Program Development Specialist at 573-751-8930.

PDS CONTACT:

Amy Martin
573-751-8930
Amy.L.Martin@dss.mo.gov

PROGRAM MANAGER:

Cindy Wilkinson
573-526-0957
Cindy.R.Wilkinson@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

[Section 4 Chapter 30.10](#)
[Section 4, Chapter 30 Attachment D](#)

FORMS AND INSTRUCTIONS: CD-87 and Instructions
REFERENCE DOCUMENTS and RESOURCES: N/A
RELATED STATUTE: N/A
ADMINISTRATIVE RULE: N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A
PROGRAM IMPROVEMENT PLAN (PIP): N/A
SACWIS REQUIREMENTS: N/A